



DEPARTMENT OF THE ARMY
244TH AVIATION BRIGADE
3155 BLACKHAWK DRIVE, BUILDING 573
FORT SHERIDAN, ILLINOIS 60037-1289

S: 5 March 2004

AFRC-AVIL-PR

6 January 2004

MEMORANDUM FOR

COMMANDERS, All USARC MAJOR SUBORDINATE COMMANDS, ATTN:
DCSPER/G1/ACSPER/ACSPA

COMMANDERS, U.S. ARMY EUROPE AND SEVENTH ARMY, ATTN:
AEAGC-RC-AR, APO, AE 09007

COMMANDERS, U.S. ARMY PACIFIC, ATTN: APRC-AR, FORT SHAFTER, HI
96858-5100

COMMANDERS, U.S. ARMY SPECIAL OPERATIONS COMMAND, ATTN:
AOPE-RPB, FORT BRAGG, NC 28307-5200

SUBJECT: Non-Nominative Command Sergeant Major (CSM) Position Vacancy – 7th Battalion, 158th Aviation Regiment, 244th Aviation Brigade – Fort Hood, TX

1. This memorandum announces the (Non-Nominative) CSM position vacancy indicated below:

Headquarters, 7th Battalion, 158th Aviation Regiment, 244th Aviation Brigade, Hood Army Airfield, Building 7020, Fort Hood, TX 76544 (UIC: WYPPAA)

2. Only current CSMs and SGMs with reappointment rights may apply. The unit normally drills the first weekend of the month. Applicants must be available for extensive travel, in addition to drill weekend. Request widest dissemination down to battalion level. If you are currently serving as a CSM ensure that your transfer request will be approved.

3. The Commander desires the following qualifications:

- a. Excellent management, leadership and communication skills.
- b. Graduate of the Sergeants Major Academy.
- c. Be physically fit and able to promote the Army Physical Fitness Testing and training program.
- d. Demonstrate exemplary military bearing; meet height/weight standards IAW AR 600-9.

e. Possess broad technical and operational knowledge of Enlisted Personnel Management, Army Training Management System, Army Training Requirements and Resources System (ATTRS), Enlisted Advancement and Promotion System, Retention and Incentive Programs, Noncommissioned Officer Evaluation System (NCOER), Noncommissioned Officer Education System (NCOES), Army Reserve Qualitative Retention Program and Command Sergeants Major Selection and Management Program

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4. The application packet will consist of the following:

- a. Current official photo IAW AR 640-30.
- b. Biographical Summary.
- c. Certified copies DA Forms 2A and 2-1
- d. Certified copies of last five NCOERs.
- e. Certified copy of latest SF 88 and 93, Medical History and Physical Examination
- f. Certified copy of current DA Form 705, Army Physical Fitness Test
- g. Certified verification of security clearance.
- h. DA Form 1059, Certification of Completion from the Sergeants Major Course

5. All applications must be submitted to Headquarters and Headquarters Company, 244th Aviation Brigade, ATTN: AFRC-AVIL-PR (Ms. R. Johnson), 3155 Blackhawk Drive, Suite 573, Fort Sheridan, IL 60037-1289, to arrive NLT **5 March 2004**.

6. For additional information call (847) 266-4469 or (847) 266-4434.

FOR THE COMMANDER:

// Original Signed//
MAJ, AV
Adjutant

STATEMENT OF ACCEPTANCE

Name	SSN	Date
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If selected I accept assignment to the following Command Sergeant Major position(s):

<i>Choice</i>	<i>Unit</i>	<i>Geographical Location(s)</i>	<i>Distance from HOR</i>
	7-158 Aviation Regiment	Fort Hood, TX	

Indicate 1st or 2nd, etc., choice in the block to the left of each position for which you agree to serve.

I certify that I am within reasonable travel distance of the position(s) for which I have applied or that I am willing to travel at no expense to the government. Additional travel at no expense to the government may also be required if units subordinate to the unit for which I am selected are located in a different city than the headquarters units shown above. I understand that if I accept the selected assignment that I must complete a four-year tenure unless reassigned sooner for the benefit of the USAR, unit relocation or inactivation.

CSM, USAR